



## Senior Center Steering Committee

Meeting Minutes, December 1, 2010

Ellington Town Annex  
57 Main Street, Ellington, Ct

**Members Present:** Wayne Reynolds, Sue Hannigan, Tom Dzicek, Morris Webber and Anna Turner

**Others Present:** Doris Crayton - Dir. Human Services, Erin Graziani - Dir Senior Center, Peter Williams - Administrative Assistant, Harold Tibbetts, Thomas Conklin, Carl Larson

1. **Call to Order:** Wayne Reynolds called the meeting to order at 3:03.
2. **Opening statement by Chairman, Wayne Reynolds**  
Wayne opened the meeting by thanking the members and others present for coming.
3. **Approval of previous meeting minutes**  
**MOTION (Hannigan) SECONDED (Dzicek) TO APPROVE THE MINUTES OF THE NOVEMBER 17, 2009 MEETING AND PASSED UNANIMOUSLY.**
4. **Workshop**  
Wayne opened the workshop by expressing the need to develop a clear and concise plan for the project. He recommended we develop marketing and communication strategies for each of our targeted clients. Those strategies would incorporate the mission of the Senior Center, the problems/needs for a new Center, the benefits of it, and the recommended method(s) for paying for it.  
  
He handed out a packet with 5 items for the committee to consider as we began a brain storming session on each item.
  - Item 1 – Ellington SC Mission Statement.
  - Item 2 – Identify problems with existing SC
  - Item 3 - Develop a list of program/service needs for the SC.
  - Item 4 - Develop a list of SC benefits
  - Item 5 – Develop a list of possible objections to a New SC

*AI -Peter and Erin will develop the results of the brainstorming ideas on each of the items and forward them to Wayne for review and then they will be sent to each committee member*

**5. Senior Center Visits**

Due to time restraints, written reports on visits to Manchester and Stafford were handed out, and this item will be further reviewed at the next meeting.

**6. Funding Options**

The process for funding the project was discussed and it was felt that the first step should be to talk to the Town Finance Officer, Nick DiCorleto, about setting up a 501c3 non-profit organization.

Wayne Reynolds and Sue Hannigan will set up meeting with Nick and share Nick's advice with committee at next meeting.

**7. Meeting Schedule**

The next meeting will be December 15, 2010, 3:00pm at the Ellington Town Annex

Rob Phillips, Town Planner will provide an overview of potential SC site locations in Ellington.

**8. Adjournment**

Meeting adjourned at 4:34

Respectively submitted by Erin Graziani and Peter Williams